

**Applicant's Worksheet for
Compliance with Section 106 of
The National Historic Preservation Act**

For the Applicant:

1. Does the project include repair, rehabilitation, or conversion of existing buildings/structures 50 years or older? Check the county assessor's office for date of construction.

___ If the answer is **NO**, stop here. Submit this form to the State of Nevada Energy Office (SNEO).

___ If the answer is **YES**, proceed to #2

2. Does the project involve one or more of the following activities:
 - a. Electrical work
 - b. Plumbing work
 - c. Installation of mechanical equipment that does not affect the exterior of the building (for example, new boilers or furnaces in the interior the building)
 - d. Drywall repair
 - e. Caulking and weather-stripping
 - f. Interior work to accommodate handicap accessibility. Exterior work to accommodate handicap accessibility is subject to consultation with the Nevada State Historic Preservation Office
 - g. Installation of fire and smoke detectors
 - h. Replaced or added insulation
 - i. Replacement of windowpanes in kind or with double or triple glazing as long as glazing is clear and not colored, and replacement does not alter existing window material, form and function; however, work involving windows with original leaded or stained glass will be submitted for review
 - j. Re-roofing flat, not readily visible roof and re-roofing that does not alter existing roof material and form
 - k. Interior lead base paint abatement and/or hazardous material reduction. However, prior to the undertaking of any exterior lead base paint abatement and/or hazardous material reduction activity (i.e. exterior siding, windows, roof work, etc) that may potentially impact the integrity of an historic property, consultation with the Nevada State Historic Preservation Office is required

___ If the answer is **YES**, stop here. Submit this form to the SNEO.

___ If the answer is **NO**, proceed to #3-6 and provide SNEO with all information requested.

If the project will occur on a building over 50 years of age and does not fall under the list of exemptions, the applicant must prepare a package of information for SNEO. **The applicant should provide a complete and legible package to the SNEO or the review could be delayed.**

3. The applicant should prepare a narrative that includes the following information:
 - a. The name of undertaking/project and county where project will occur.
 - b. A brief description of the proposed project and the existing conditions of the buildings/area.
 - c. Description of the rehabilitation work to be completed on the property.
 - d. Description of previous disturbance.
 - e. If there are any buildings within the project area, provide the date of its construction obtained from the county assessor's office. If the project is in an urban setting, provide street address and assessor's parcel number.
 - f. Inform the Division if a pipeline will be buried in an existing right of way.
 - g. The applicants should state how members of the public and preservation organizations were notified and their comments invited (notices in newspapers, public meetings, letters, etc.).

4. The applicant needs to attach **two maps** to the narrative:
 - a. One **large scale** map of the area of potential effect with the project area clearly indicated. The large scale map can be a copy of the "Nevada Official State Map."
 - b. Include one **smaller scale** map with project area clearly delineated.
 - i. Use a city map if within an urban setting. When using a street map, make certain that the nearest major cross streets are marked. **OR**
 - ii. Use U.S. Geological Survey 7.5 minute topographic maps in rural areas. Include a north arrow, the map name, section, township and range.
 - iii. Make certain that all copies of maps are of good quality and legible. Legends should be legible and scale indicated.
 - iv. Construction plans are acceptable if section, township, and range are clearly depicted.

5. The applicant must also enclose **photographs** of the Area of Potential Effect. Photographs will assist in the review particularly for projects concerning buildings. For buildings, photos should include views of the entire front of the building and views of the neighborhood. For undeveloped properties, overall views showing the terrain from various locations, vegetation and disturbed areas are helpful. Please provide color or digital photos but do not send second or third generation copies.

6. If applicable, the applicant should include **product brochures** that illustrate the product that will be used.

SNEO will submit the applicant's package to the Nevada State Historic Preservation Office (SHPO) which will provide comments within 30 days of receipt of the package. SHPO will provide SNEO:

- a. Agreement with or propose altering the project/area of potential effect boundaries
- b. Information on the location of historic properties eligible or listed on the National Register of Historic Places in the project area
- c. Recommendations on any further efforts to identify historic properties
- d. Request more information if the package of information submitted is insufficient for review.
- e. Agree with SNEO's determination of project effect or propose further consultation.

Upon receipt of SHPO comments, SNEO will inform the applicant one of the following:

- a. The project may proceed as described; or,
- b. The project may proceed with conditions; or
- c. The applicant needs to provide further information that may include a formal evaluation of the property; or
- d. SNEO and SHPO cannot concur with the project findings because adverse effects need further consultation and treatment

If the applicant receives a letter requesting additional information or additional consultation, the time frame could be extended indefinitely. Applicants should be aware that consultation could take longer if a proposal will affect a building over 50 years in age in ways that diminish the historic character of a building. Applicants are encouraged to engage in projects that minimize effects and utilize the Secretary of Interior's Standards for Rehabilitation (www.nps.gov/history/hps/tps/tax/rehabstandards.htm).